Q1: Are firms responsible for submitting a proposal that includes all 5 categories?

Ans: The RFP includes the scope of work for all 5 categories. Firms may elect to submit separate proposals for any or all 5 of the categories. Responding to all 5 categories is not required. Separate award(s) will be made for each category under different contract numbers to be issued with the draft contract(s).

Q2: Are you able to share the list of firms who received the RFP?

Ans: Yes. A revised source list has been posted with Modification #2.

Q3: Where can we find the locations of the manufactures for region 10 & 11?

Ans: The list of NYS testing plants and facilities can be found at the following link: https://www.dot.ny.gov/divisions/engineering/technical-services/technical-services-repository/alme/ApprovedPlants.pdf

Q4: Are the M/WBE requirements goals set for the regional level or the contract as a whole?

Ans: The goals are set for the contract as a whole. The goals will apply for each individual project.

Q5: Are you expecting multiple awards for each category/region?

Ans: Please see the answer to question 19.

Q6: The regional tech support contract does not appear to have the priority listing, was this intentional?

Ans: Yes. The requirement for a maximum of 4 awards for the upstate regions has been removed from this procurement. There is a requirement for only one award for the downstate regions (8, 10, 11) so there is a priority preference form included in the RFP for those regions.
Q7: The Draft contract states there is two (2) one-year extension. Can this be changed to reflect the RFP.

Ans: Yes, this will be changed in the next modification.

Q8: Category 2 - What are “other precast/prestressed bridge components” as per section 2.1.1?

Ans: Other precast/prestressed components could be precast concrete deck panels, precast approach slabs, precast wingwalls, segmental concrete bridges, and other precast/prestressed bridge components.

Q9: Category 2 - What do you mean by expected response time 1-2 days (i.e. does this mean having to visit the facility within that time frame)?

Ans: Expected response time of 1-2 days means that the consultant is expected to be present at the inspection facility or plant within 1-2 days. This is because some assignments like highway and bridge paving operations are made up to one day before plants produces the materials for those operations. Some assignments like bridge bearings inspection may have longer lead time.

Q10: Category 3.1.4 Audit Procedures - Frequency audits: Are these audits performed by NYSDOT personnel only or does this involve the Contractor as well?

Ans: The Precast QC/QA program consists of two types of audits, annual and routine. Routine audits are performed by a Consultant via direction of the Main Office Materials Bureau every two weeks for each precast plant on the Approved List or on plants that have been removed recently from the Approved List based on quality control or other issues. This is a one-day process that includes a much more condensed audit form focusing on auditing critical areas, e.g. shop drawings, pre-pour, post-pour, repairs, etc.

Q11: Category 3.1.4 Audit Procedures - No reference regarding Annual audits, who performs this?

Ans: Annual audits are performed by NYSDOT personnel from the Main Office Materials Bureau once a year for each precast plant on the NYSDOT Precast Manufacturer QC/QA Approved List. This is a one to three-day process that includes four audit critical sections and over 300 specific audit points to check. Scores are weighted to give a better representation of how the precast manufacturer is complying with NYSDOT specs, Materials Procedures, etc.
Q12: Category 4.1.1 - If we do not do “hot mix asphalt” inspection would that exclude us from this category for region 10 & 11?

Ans: No. It does not exclude the firm from submitting a proposal for Regions 10 and 11.

Q13: Category 4 - If we can only do region 10 & 11 would we be excluded from this category?

Ans: No, there is not a requirement to perform services in all regions. Proposers should submit separate proposals for each region they intend to perform services in. There will be separate awards for each region. Please note: Proposers are limited to one contract award for downstate regions 8, 10 or 11.

Q14: Category 4.1.4 - Are we permitted to use a subcontractor for coring?

Ans: Yes. However, please note that the contract is between NYSDOT and the prime consultant only. The prime consultant is responsible for the tasks they or their subcontractors performs.

Q15: Category 5 - Can we submit a proposal for only regions 10 & 11?

Ans: Please see the answer to question 13.

Q16: Category 5.1.4 - If we are not within 150-mile radius of Albany but are within a 200 miles radius of the facility – would this exclude us?

Ans: No. The firms are not excluded if they are not within a 150-mile radius of Albany. Section 5.1.4 of the RFP states that it is desirable that the selected consultant have an inspector or an office within 200 miles radius of the anticipated assignments which are within a 150-mile radius of Albany.

Q17: Category 5.1.4 - Where could we find information regarding the tests requirements for structural steel, miscellaneous metals, wood preservatives, coatings, overhead sign structures fasteners and other manufactured or fabricated materials?


Q18: Are firms permitted to both (1) submit a proposal as a Prime Contractor and (2) participate as Subcontractors in the proposals of other firms?
Ans: No. There could be a conflict of interest.

Q19: Approximately how many firms will be awarded contracts in each category and/or region?

Ans: Proposers are limited to one contract award for downstate regions 8, 10 or 11. There is no limit to the contracts awarded upstate per firm. There is a potential for 19 contracts to be awarded maximum. One for each region, 4 Nationwide, 3 Precast/Prestressed, 1 Audit and 1 Local.

Q20: Can an employee of a Prime Contractor serve as both a senior inspector and a project manager under the same contract simultaneously? Also, can an employee serve as a senior inspector in one contract and a project manager on another contract?

Ans: Yes, to both questions. The project manager, however, should be available for NYSDOT staff when issues arises. If a project manager on inspection assignments that may reduce their effectiveness as a project manager. Also, the billed hours should be for inspector hours only. No billing is allowed for project manager hours. Therefore, the consultant must clearly delineate those hours spent by the project manager on inspection activities.

Q21: Is there any guidance on how proposers can sign up for NYSDOT Concrete Batch Plant Training? Is there a list of equivalent training programs approved by the Materials Bureau, as referenced on page 44 of the RFP?

Ans: Consultants/Inspectors interested in being certified should contact the NYSDOT Regional Materials Engineer in respective Region to set up and examination date. NYSDOT does not provide the training. NYSDOT will provide the training material to those consultants (or their inspectors) interested in becoming certified.

At this time there is no equivalent training program to the NYSDOT Portland Concrete Batch Plant Inspection Training Program.

Q22: Must all Hot Mix Asphalt (HMA) plant inspectors hold New York Construction Materials Association QC/QA Technician Certificate? Are there any approved equivalent training programs for HMA plant inspectors?

Ans: Yes, to the first part of the question. No to the second part of the question.

Q23: Is there any guidance on the required qualifications of field inspectors? Can the NYSDOT distinguish between how many of the estimated working hours will be spent performing field
services, how many will be spent on lab testing, and how many will be spent on plant inspections?

Ans: The required qualifications for all levels of inspectors are listed in the RFP for each individual category. Field services and plant inspections are the same activity. The estimated hours in the RFP are for field services/plant inspections. The laboratory testing hours are part of the bid for individual tests.

Q24: Is the Executive Summary of Proposed Approach and Narrative Description to be included on the 1-page Cover Letter (RFP pages 3 and 53)?

Ans: Only a Narrative Description is required (I will send a modification out removing the Executive Summary from the Checklist). Yes, the Narrative Description should be part of the cover letter.

Q25: Please confirm that the Approach, Scope of Services, and Schedule; Organization and Staffing; and Experience referenced on the Consultant Checklist (RFP page 3) are to be provided in the NAE255 (Attachment 17).

Ans: Confirmed.

Q26: Are consultants required to complete the resume section in the NAE255 (Attachment 17) and also complete the Key Personnel Resume and References Form (Attachment 15)? If yes, are we limited to 9 inspector resumes on Attachment 15 too?

Ans: Yes, consultants are required to complete the resume section in the NAE255 (Attachment 17). Yes, firms are limited to 9 inspectors resumes on Attachment 15.

Q27: With regard to Project Experience (NAE255, Question #10), page 56 of the RFP states that “Point of contact shall not be a current NYSDOT employee”. Who should you list as a contact if you work with NYSDOT? Or should we not use NYSDOT projects in this section?

Ans: NYSDOT projects can be used. The owner of the project should be listed as the point of contact.

Q28: Is the Downstate Preference Form (Attachment 18) required for Category 1, Nationwide Services?
Ans: No, only the regional contracts.

Q29: Is the AASHTO Accreditation Verification Form (Attachment 19) required for Category 1, Nationwide Services? Is so, who should we contact with questions regarding completion and the AAP application.

Ans: The AASHTO verification form is required only if a consultant is expressing interest and submitting a price for tests from Exhibit 1 that requires the AASHTO Certification. Firms selected for the Nationwide Contracts may be asked at future dates if they are willing and able to perform tests at their or their sub-contractor’s laboratories where those tests require AASHTO certification. If a firm is able and willing to do those tests, we would require proof of the AASHTO Accreditation. Firms should contact AASHTO to find information on how to become accredited.

Q30: Copies of the PPL Forms were submitted with the RFP Response Form. Should PPL Forms be submitted again with Part II, Cost Proposal?

Ans: Yes.

Q31: Are the Consultant Disclosure Legislation Forms (Attachment 5), Executive Order 177 Certification (Attachment 8), and Form M/WBE EEO Minority and Women-Owned Enterprises – EEO Policy Statement (Attachment 9) required? They are not referenced on the Consultant Checklist.

Ans: No. These are for the designated firm to complete and submit with the executed contract.

Q32: While its understood that the Category 2 Prestressed and Precast Concrete Technical Support Services will have the need for NYSDOT Item No. P1, P2, and P3 Prestress/Structures related services, historically that contract also allows NYSDOT Item No. L1 and L17 Precast and Sampling related services as well, i.e. Concrete Masonry, Brick, Block, Paver, and RCCP reviews. This was historically done to allow firms in the Category 2 Structures contracts to bid these L1 and L17 concrete related items/assignments inside this Category 2, without having to bid the Category 1 Nationwide Contracts just to get this small opportunity. Is it NYSDOT’s intention to allow the Category 2 contract winners to bid on the NYSDOT Item No. L1 and L17 Precast and Sampling related services assignments for Concrete Masonry, Brick, Block, Paver, and RCCP reviews like always upon selection of a category 2 contract?

Ans: Yes
Q33: Is there a word document available for the Resume Forms, attachment 15?

Ans: The Rich Text Attachment 15 Format is compatible with Word.

Q34: The checklist says to complete Attachment 16, yet I do not see anywhere to “complete” the form. Should it just be signed at the bottom and included?

Ans: No. I will send a modification out removing the Executive Summary from the Submission Checklist.

Q35: If a company is submitting a bid as a prime, can the same company submit credentials to any other prime as an MWBE sub-consultant for this project?

Ans: No.

Q36: Since engineers/inspectors have multiple certifications, can we submit him/her in more than one category of service?

Ans: Yes

Q37: Do we need a separate Project Manager for each service category? For example, for categories 1 and 5 the requirements are similar, therefore can we use the same Project Manager for both the categories?

Ans: Firms do not need to propose separate project managers for each category.

Q38: Do you require project experience and resume in a certain format?

Ans: Yes. Use Attachment 15: Key Personnel Resume and References.

Q39: Will the NYS DOT accept NETTCP certifications for Soils and Aggregate Inspector and HMA Paving Inspector for personnel who would cover Soil and Asphalt compaction inspections.

Ans: No

Q40: If the Prime Consultant is a WBE do we receive credit for the whole WBE participation goal for the C037839 contract if selected?

Ans: Yes.